

**2020**

**State of Missouri**

**Fleet Management Annual Report**



Office of Administration

Sarah H. Steelman

Commissioner of Administration



**2020**

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Director

The Honorable Michael Parson and  
Members of the General Assembly:

I am pleased to submit the Fleet Management Report for the calendar year ended December 31, 2020.

Section 37.450 RSMo. requires the State Fleet Manager to produce an annual report outlining the status of the state vehicle fleet and detailing recommendations for improvements and changes necessary for more efficient management of the fleet. This report includes details of progress made in 2020, the current state of the vehicle fleet, and fleet management goals for 2021.

I believe you will find this report useful and informative. I thank you for your support as we continue our efforts to improve the overall efficiency of the state vehicle fleet. This report is also available on the State Fleet Management website at:  
<https://www.oa.mo.gov/general-services/state-fleet-management>.

Sincerely,

A handwritten signature in black ink that reads "Cynthia Dixon". The signature is written in a cursive style with a large, stylized "C" and "D".

Cynthia Dixon  
Director  
Division of General Services

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## Program Overview

State Fleet Management is assigned to the Division of General Services within the Office of Administration. The State Fleet Manager oversees all aspects of the program and performs the following functions:

- Coordinates statewide fleet management activities
- Develops fleet policies and recommended vehicle practices
- Monitors agency compliance with the State Vehicle Policy (SP-4)
- Administers the State Fleet Information System
- Pre-approves passenger vehicle purchases
- Operates a consolidated carpool serving agencies in the Jefferson City area
- Operates a vehicle maintenance facility serving agencies in the Jefferson City area
- Reports the status of the state vehicle fleet annually as required by statute
- Communicates fleet replacement options to policymakers
- Administers fleet-related contracts
- Serves as a resource to state agencies on fleet management issues
- Hosts quarterly meetings of agency fleet managers

Missouri state agencies independently manage their vehicles in accordance with state statutes and the State Vehicle Policy. The Office of Administration develops policies with the input of agency fleet managers. The Fleet Management Advisory Committee (FleetMAC) is comprised of representatives from state agencies who provide valuable input into decisions affecting fleet management within state government. Agency fleet managers serve as a single point of contact between the State Fleet Manager and their respective agency on all fleet-related issues. A list of agency fleet managers is presented on the following page.

## Agency Fleet Managers

Agriculture	Alan Clements
Attorney General's Office	Arlene Boessen
Auditor's Office	Mark Henley
Commerce & Insurance	Grady Martin
Conservation	Chris Scheppers
Corrections	Mandie Morriss
Economic Development	Greg Bernskoetter
Elementary & Secondary Education	Taylor Doerhoff
Governor's Office	Michelle Hallford
Health & Senior Services	Linda Struemph
Higher Education & Workforce Development	Dylan Minor
Labor & Industrial Relations	Terry Doerhoff
Mental Health	Mike Haake
Missouri Lottery	David Madson
Missouri State Highway Patrol	Catherine Brown
Natural Resources	Mike Zielinski
Office of Administration	Adam Wankum
Public Safety	Judy Murray
Revenue	Brenda Davis
Secretary of State	Lori Hughes
Social Services	Kathy Vogt
State Courts Administrator	Brian Dowden
State Tax Commission	Melina Scheperle
Supreme Court	Michael Hancock
Transportation	Amy Niederhelm
Treasurer's Office	Rachel Van Ronzelen

## Executive Summary

The State Fleet Management Program is charged with the responsibility to set policy, track utilization, and assist state agencies in the management of the state's vehicular fleet. State agencies have operational control of their fleets and determine when and how vehicles should be used to conduct state business in the furtherance of their mission. Fleet Management strives to equip agencies with tools and resources to ensure this vehicular travel is conducted in the most efficient manner possible.

The key accomplishments for the State Fleet Management Program in 2020 are listed below. Further discussion of each accomplishment is included in the following pages.

- Continued development and testing of Chevin Fleetwave to replace the State Fleet Information System and Carpool Automated Reservation (CARS) System, with anticipated implementation in 2021.
- Successfully implemented the use of telematics in the OA Carpool and OA State Printing Center and Central Mail Services fleets.
- Obtained agency input and drafted revisions to State Vehicle Policy SP-4 to update policies associated with replacement criteria, utilization minimums, inspections, and other areas.
- Agencies continue efforts to 'right type' their fleets by replacing vehicles with smaller, more fuel efficient vehicles, saving an estimated \$400,764 in life cycle costs.
- Eliminated 40 vehicles from the OA Carpool to adjust to lower travel demand as a result of the COVID-19 pandemic.
- Vehicle Maintenance and OA Carpool maintain high levels of overall customer satisfaction for the past four years.
- Fleet Management held quarterly workshops with agency fleet managers virtually due to COVID-19 restrictions.

## Task Force on Fleet Management Update

The State Fleet Management Program continued efforts to implement fleet best practices by working on initiatives based on recommendations made by the COO's Task Force on Fleet Management report issued in January of 2018. The task force brought together industry experts to review current state fleet practices, make recommendations for improvement, and to share industry best practices with representatives of the state of Missouri. The task force report is available at: <http://www.hawthornfoundation.org/ee-task-forces>. Some of the most critical issues that were identified in the report, and their status, are as follows:











Recommendation	Status
Funding to replace vehicles is insufficient, and as a result, agencies are forced to retain vehicles past their useful life, resulting in higher overall life-cycle costs.	Not Started – will require new funding.
Vehicle acquisition practices need to be modernized to allow agencies more flexibility to 'right-type' their fleet and acquire the most appropriate size of vehicle to accomplish the agency mission.	Completed. New procedures were put into place to direct agencies to the optimal vehicle size to accomplish their mission.
Expand the use of technology to improve data reliability, reduce data collection efforts, and increase driver safety.	Completed. New fleet system implemented and telematics contract now available to agencies.
Fleet safety policies need to be updated to address distracted driving and other issues.	Completed. State Vehicle Policy SP-4 was revised to include requirement that all passengers use seatbelts and that cellphone use be hands-free.
Fleet metrics across all agency fleets need to be standardized.	Tabled pending implementation of the new fleet information system and assessment of its tools and capabilities.
Increase collaboration between agencies to explore sharing resources and best practices.	Ongoing. State Fleet Management continues to host quarterly workshops with agency fleet managers.
Further assessment of how the fleet is administered is needed to determine if efficiencies could be gained by centralizing redundant functions to capitalize on experience, improve consistency, and maximize existing resources to reduce costs.	Not Started – with the exception of the OA Carpool, each agency owns their vehicles. This would require an analysis that our current fleet team does not have the capacity to perform.



## 2020 Data Highlights

The State Fleet Management Program monitors state fleet data through the State Fleet Information System and reports from other agencies that have their own internal fleet systems. The program also monitors vehicle rental and employee mileage reimbursement data to present the total costs of employee travel.

Data highlights for fiscal year 2020 (FY 20) include:

Key Performance Measure	Trend	Change from Prior Year
Total state vehicular transportation costs		6% Decrease
Total business miles driven		8% Decrease
Percentage of business miles driven in state vehicles		86% Stable
Maintenance and repair expenditures		4% Decrease
Fuel expenditures		16% Decrease
Average miles per gallon (sedans)		2% Increase
Miles reimbursed to state employees		16% decrease
Percentage of GR funded passenger vehicles that exceed the 120,000 minimum replacement criteria		10% decrease
Annual average utilization for all state fleet vehicles		9% Decrease
Pool vehicle average		24% Decrease

## **2020 Accomplishments**

### **Efforts Ongoing to Replace State Fleet Information System**

Work continued and progressed in 2020 to replace the aging State Fleet Information System and Computer Automated Reservation System (CARS) with new fleet management software from Chevin Fleet Solutions. The software, called FleetWave, is a widely recognized and extensively used product offering robust and adaptable data collection, tailorable dashboards, enhanced reporting, and interface opportunities that are expected to greatly improve day-to-day fleet management capabilities while reducing manual data entry and improving data accuracy. Transition to FleetWave is projected for 2021.

### **Telematics Implemented**

As part of the Task Force on Fleet Management recommendation to expand the use of technology, a pilot program for vehicle telematics was conducted from March through May 2019. WEX Inc., a telematics re-seller and the state's current fleet card provider, coordinated the pilot using two different widely recognized telematics companies - Geotab and GPS Insight. By piloting two providers, it was possible to compare products and ultimately facilitate selection of a preferred company.

Three agencies participated in the pilot, and although results varied, overall results showed the potential for significant savings by influencing driver behavior to; reduce fuel consumption through less speeding, fewer quick starts, reduced improper use, and less idling; reduce maintenance costs through fewer hard stops, quicker identification of problems, and less speeding; improve safety and reduce accident repair costs through less speeding, less harsh cornering, and improved seat belt use.

In March of 2020, telematics devices were installed in OA Carpool and State Printing and Central Mail vehicles – all were activated in April of 2020. Programs using telematics have seen significant data insights into current driving trends and they are able to analyze the data to reduce idling, control speeding, have fewer quick starts, and overall reduce improper use of the vehicles. Other agencies started piloting telematics in FY 20.

## **2020 Accomplishments (continued)**

### **Vehicle Leasing by Agencies**

Upon establishment of a contract with Enterprise Fleet Management in 2018 to provide vehicle leasing possibilities as recommended by the Task Force on Fleet Management, during 2019 several agencies took advantage of the contract and leased vehicles. The Departments of Social Services (DSS), Health and Senior Services (DHSS), Agriculture (MDA), and Public Safety (DPS) worked with State Fleet Management and Enterprise Fleet Management to evaluate costs and savings potentials and have leased vehicles in varying numbers.

In situations where leasing additional vehicles resulted in reducing reimbursement for the use of personal vehicles, analysis showed the potential for significant savings compared to reimbursement. DSS was first to undertake leasing and took delivery of 92 vehicles in late June and early July 2019. Other agencies leased in smaller numbers.

### **State Vehicle Policy Improvements**

With the exception of safety policy improvements promulgated in 2018, State Vehicle Policy (SP-4) had not been updated since 2008. State Fleet Management had identified several areas that needed attention and queried agencies regarding those and other areas that needed revision or updating, then drafted proposed revisions with agency input. The changes focus on updating utilization minimums, replacement criteria, inspection requirements, leasing, and telematics and are expected to be finalized and promulgated in 2021.

### **Agencies ‘Right Type’ Fleet Vehicles to Minimize Vehicle Life Cycle Costs**

Since FY 13, the State Fleet Management Program requires agencies to justify any vehicle purchase larger than the smallest available sedan during the vehicle preapproval process. As a result of this effort, in FY 20, 53 vehicles were downsized when replaced. Estimated lifecycle cost reductions from purchasing smaller more fuel-efficient vehicles will be \$400,764. Cumulative savings to date are estimated at \$3.2 million.

## **2020 Accomplishments (continued)**

### **OA Carpool Utilization during COVID-19**

The OA Carpool, managed by the State Fleet Management Program, is a motor pool utilized by state employees from most agencies and elected officials in the Jefferson City area. In 2012, Jefferson City-based pool vehicles from 12 agencies were consolidated into one shared pool – the OA Carpool. In FY 18, prompted by suggestions from the COO’s Task Force on Fleet Management, a review of utilization data specifically examined use for each day of the week, precipitating the elimination of 30 additional vehicles from the pool. This increased daily utilization percentages from 64 percent to 77 percent in FY 18, with that higher utilization continuing FY 19 at 74 percent.

In FY 20, COVID-19 travel restrictions prompted a new review of the utilization data precipitating the reduction of 40 pool vehicles. The average annual miles driven in OA Carpool vehicles was 23,309 miles.

### **Jefferson City Carpool and Vehicle Maintenance Customer Surveys**

For the fourth year, surveys of OA Carpool and Vehicle Maintenance customers had extremely positive results, plus provided positive feedback and suggestions about actions that could improve service. Both programs achieved overall satisfaction ratings of 4.3 or above out of 5 total possible points, results that equate to satisfaction levels between satisfied and very satisfied.

### **State Fleet Management Hosts Quarterly Fleet Workshops**

In continuing efforts to improve fleet education across the state agencies, the State Fleet Management program hosted quarterly educational workshops for agency fleet managers and administrators. These workshops not only provide an opportunity for State Fleet Management to communicate and discuss fleet topics with agency fleet contacts, they also facilitate cooperation and the exchange of ideas between the agencies.

## 2021 Program Goals

For 2021, the State Fleet Management Program has established the following goals to further improve efficiencies in the state fleet:

- Complete implementation of FleetWave, a new fleet information and motor pool scheduling Carpool Automated Reservation System (CARS)
- Help agencies enhance their fleet management capabilities by taking advantage of reporting, analysis, and other management tools available with FleetWave
- Implement a more efficient pre-approval process for review and approval of agency fleet vehicle purchases
- Finalize and promulgate updates to State Vehicle Policy (SP-4)
- Continue regular (quarterly) fleet manager workshops to communicate with agency fleet managers and encourage the exchange of ideas
- Establish a plan for alternative location(s) for OA Carpool vehicles currently located at the MSP lot soon to be unavailable due to redevelopment.

## Condition of the State Vehicle Fleet

Roughly 156 million miles are driven annually on state business. Therefore, it is critical to control overall expenditures by ensuring state employees utilize the lowest-cost travel option, which is most often state vehicles. The state fleet should be replaced in a regular, timely fashion to ensure that state employees have reliable and safe vehicles to conduct state business.

The State Fleet Information System contains data for approximately 3,726 licensed state vehicles owned and operated by all agencies, excluding the Missouri State Highway Patrol and the Departments of Conservation and Transportation. Vehicle acquisition data, including the original funding source, is captured to help facilitate replacement planning. Data has been identified by funding source (General Revenue or other) and by two main vehicle categories (passenger and medium/heavy duty). The current and projected condition of both the passenger and medium/heavy duty fleet are presented in the following pages. The table below illustrates the number of vehicles by funding source and vehicle category in the State Fleet Information System.

Vehicle Count by Fund			
Vehicle Category	GR	Other	All Funds
Passenger	936	1,919	2,855
Medium/Heavy Duty	349	522	871
<b>TOTAL</b>	<b>1,285</b>	<b>2,441</b>	<b>3,726</b>

### Passenger Vehicles

The passenger fleet is comprised of sedans, light duty trucks, station wagons, crossover utility vehicles (crossovers), sport utility vehicles (SUVs), and passenger vans, which are subject to a 120,000 mile minimum replacement criterion established by the State Vehicle Policy (SP-4). Passenger vehicles are considered those having a gross vehicle weight rating of fewer than 8,500 lbs. Agencies must seek preapproval from the State Fleet Manager to purchase passenger vehicles, with the exception of those that will be operated by POST-certified law enforcement officers. Excluding the Missouri Departments of Transportation and Conservation, the Missouri State Highway Patrol, and state colleges and universities, the state fleet consists of approximately 2,855 passenger-type vehicles.

## Condition of the State Vehicle Fleet (continued)

### Passenger Fleet Condition

The average odometer readings and age of passenger vehicles by funding source are illustrated below, and are reflective of the actual or projected condition of the fleet at the end of each fiscal year without replacement. Odometer readings were projected based on the vehicle being driven the same number of miles as in FY 20.

PASSENGER VEHICLES Average Odometer and Age by Funding Source						
Fiscal Year	Odometer			Age (in years)		
	GR	Other	All Funds	GR	Other	All Funds
FY 20	93,530	71,642	<b>78,524</b>	7.2	5.0	<b>5.7</b>
FY 21	104,476	83,375	<b>90,009</b>	8.2	6.0	<b>6.7</b>
FY 22	115,422	95,108	<b>101,495</b>	9.2	7.0	<b>7.7</b>

### Medium/Heavy Duty Vehicles

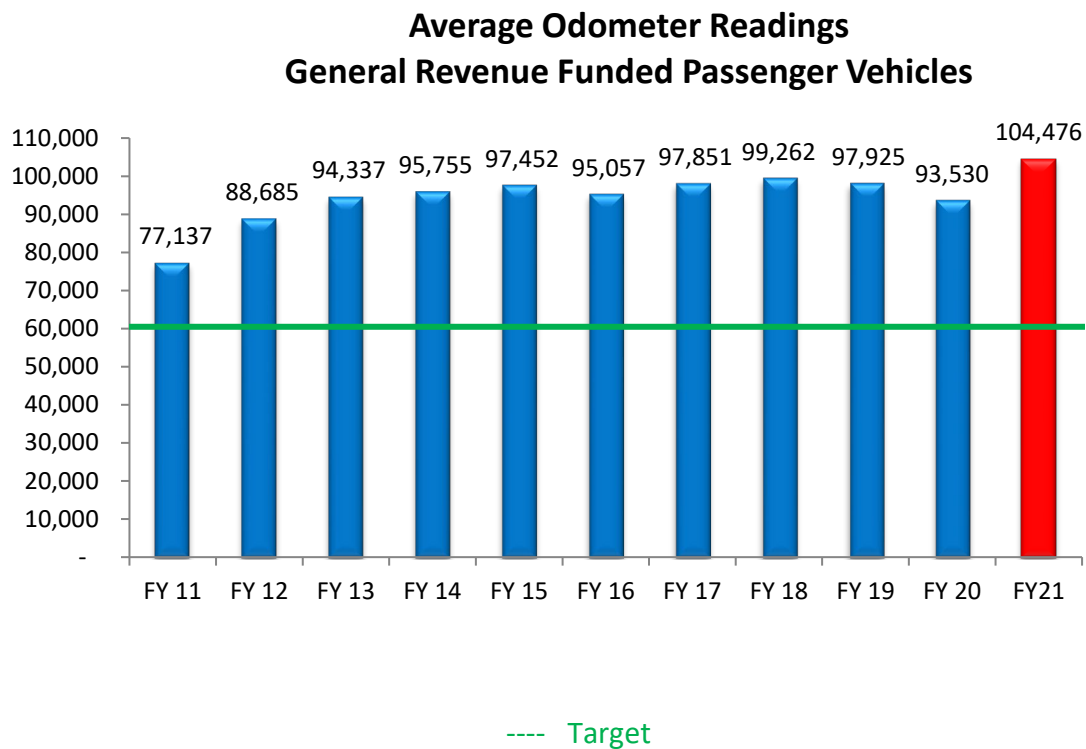
Vehicles considered as medium/heavy duty are not subject to the same minimum replacement criteria as passenger vehicles. It is difficult for the State Fleet Management Program to estimate the condition or replacement needs of the medium/heavy duty fleet, as their normal replacement cycles vary widely and are primarily dependent upon the function of the vehicle. Data on medium/heavy duty vehicles is included in this document to inform policy makers of the likely replacement needs for medium/heavy duty vehicles; however, State Fleet Management must defer replacement recommendations for these vehicles to the state agencies. The table below illustrates the estimated condition of the non-passenger vehicle fleet for FY 20 – FY 22.

NON - PASSENGER VEHICLES Average Odometer and Age by Funding Source						
Fiscal Year	Odometer			Age (in years)		
	GR	Other	All Funds	GR	Other	All Funds
FY 20	83,647	90,585	<b>87,930</b>	15.0	10.0	<b>11.9</b>
FY 21	88,762	97,808	<b>94,347</b>	16.0	11.0	<b>12.9</b>
FY 22	93,877	105,032	<b>100,763</b>	17.0	12.0	<b>13.9</b>

## Condition of the State Vehicle Fleet (continued)

### General Revenue Fund Fleet Replacement Needs

The chart below illustrates the average odometer readings based on actual data at the end of FY 11 – FY 20 and projections for FY 21 should no vehicles be replaced. The average odometer reading of the entire GR passenger fleet decreased significantly in FY 08 after a major replacement effort that replaced some of the oldest vehicles in the fleet; however, since that time there have been no similar replacement efforts.

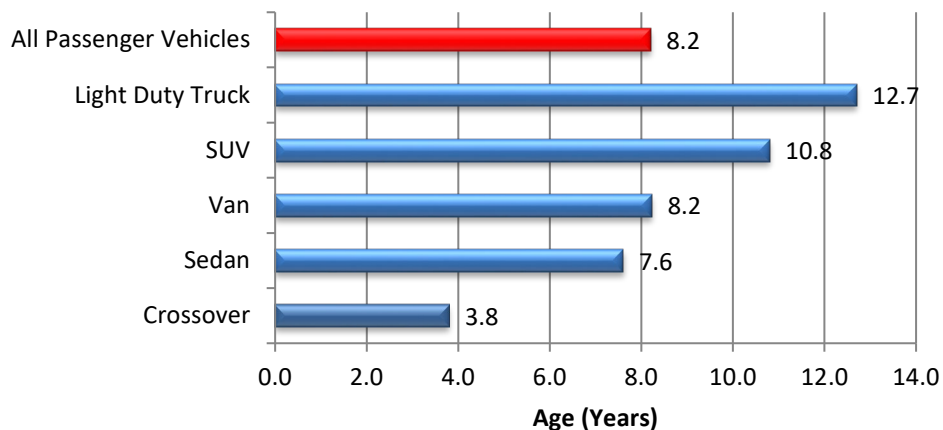




## Condition of the State Vehicle Fleet (continued)

The projected average age for all General Revenue passenger vehicles in FY 21 will be more than eight years. Some light duty vehicle categories are in better condition than others. Sedans and minivans are more commonly used for statewide travel and are typically targeted for more frequent replacement. The current minimum replacement criteria for passenger vehicles is 120,000 miles, which typically occurs between six to eight years for well-utilized vehicles. Ideally, high-use vehicles would be replaced on a regular basis to minimize maintenance and repair costs and ensure that safe, reliable vehicles are available to meet the majority of state business travel needs.

### FY 21 Projected Average Age General Revenue Funded Passenger Vehicles



# State Fleet Data

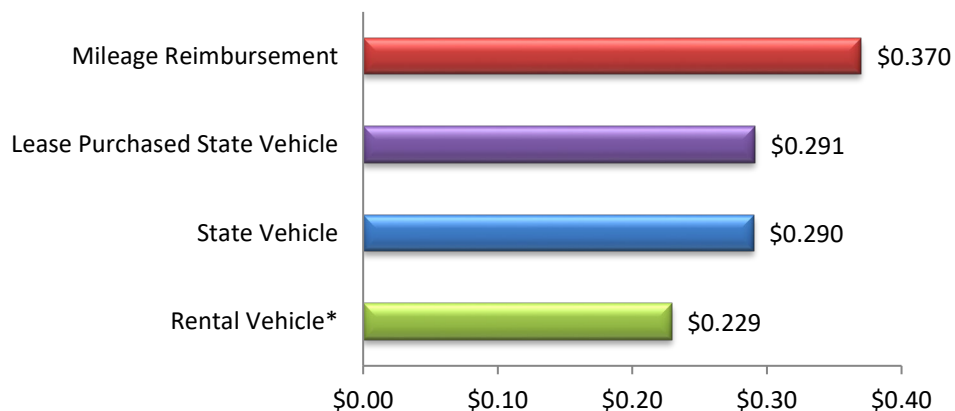
## Travel Options Cost Per Mile

In FY 20, state employees travelled slightly less than 156 million miles on state business. Travel is conducted by state vehicles, rental vehicles, or personally-owned vehicles with employees receiving mileage reimbursement. The State Fleet Management Program coordinates a multi-pronged effort aimed at reducing the state’s vehicular travel-related expenses by redirecting business miles to the lowest cost option – which is almost always the use of a state vehicle.

In most cases, mileage reimbursement is the most costly travel option on a per mile basis. Due to a concerted effort to transfer business miles to lower cost options, such as state and rental vehicles, mileage reimbursement expenditures have declined for the past several years. Nevertheless, state employees were still reimbursed for 17.7 million business miles in FY 20 at a cost of more than \$6.5 million.

The State Fleet Management program will continue to promote low-cost travel options such as state vehicles.

### FY 20 Travel Options Cost Per Mile



\*The state rental contract offers unlimited in-state miles, which can make the contract more advantageous to state agencies when employees take long-distance trips that are short in duration. The Trip Optimizer identifies those occasions when a rental vehicle is the lowest cost choice. For the vast majority of trips, state vehicles are the most cost-effective option.

## State Fleet Data (continued)

### Mileage Reimbursement

Under the authority of Section 33.095 RSMo., the Commissioner of the Office of Administration sets the mileage reimbursement rate for officials and employees. Additionally, the State Vehicular Travel Policy (SP-12) established a dual mileage reimbursement rate structure consisting of a standard rate and a reduced fleet rate. The lower fleet rate reflects the direct costs to operate a state-owned vehicle and is used to reimburse employees for use of their personally-owned vehicles when they choose to not use an available state vehicle.

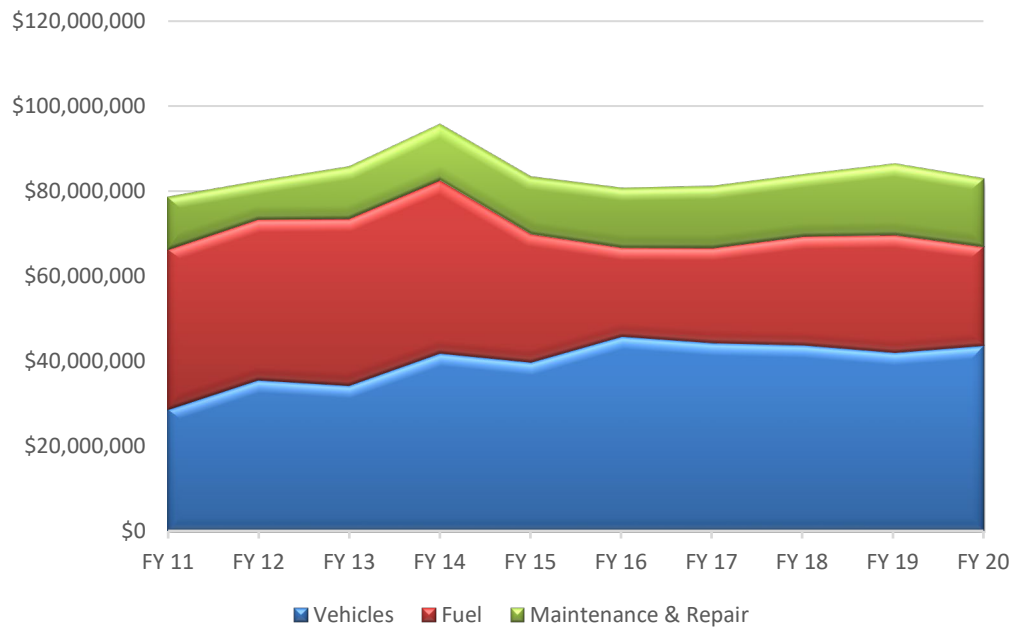
Mileage Reimbursement Rates (cents per mile)								
	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
IRS	56.5	56.0	57.5	54.0	53.5	54.5	58.0	57.5
State of Missouri								
Standard	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0
Fleet	26.0	26.0	26.0	26.0	26.0	26.0	26.0	28.0

## State Fleet Data (continued)

### Total Fleet Expenditures

The state makes a significant investment in supporting and maintaining a vehicle fleet that agencies utilize to provide essential services to the citizens of Missouri. The following chart and table illustrate the total expenditure for vehicle purchases, fuel, and maintenance and repair of state vehicles. For FY 20, total fleet expenditures decreased from \$86.4 million in FY 19 to \$83.0 million in FY 20.

**Total State Fleet Expenditures**



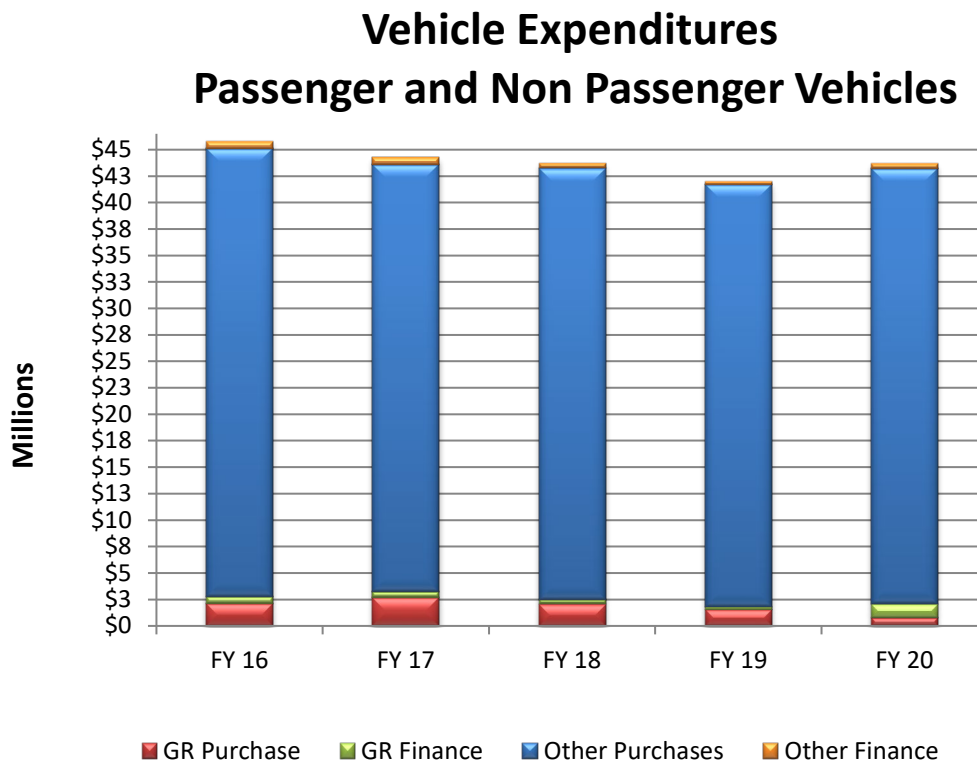
Total State Fleet Expenditures				
Fiscal Year	Vehicles	Fuel	Maintenance & Repair	Total
FY 11	\$28,647,629	\$37,597,537	\$12,474,558	\$78,719,724
FY 12	\$35,603,918	\$37,715,879	\$9,051,961	\$82,371,758
FY 13	\$34,354,497	\$39,120,376	\$12,276,317	\$85,751,190
FY 14	\$41,894,299	\$40,572,617	\$13,209,792	\$95,676,708
FY 15	\$39,730,373	\$30,237,962	\$13,516,062	\$83,484,397
FY 16	\$45,808,921	\$20,986,043	\$13,994,735	\$80,789,699
FY 17	\$44,290,584	\$22,399,057	\$14,602,790	\$81,292,431
FY 18	\$43,734,585	\$25,736,901	\$14,497,240	\$83,968,726
FY 19	\$42,012,637	\$27,704,200	\$16,712,491	\$86,429,798
FY 20	\$43,706,407	\$23,228,331	\$16,080,254	\$83,014,992

## State Fleet Data (continued)

### Vehicle Purchase Data

The state should replace approximately 13 percent of the fleet each year based on an eight-year replacement cycle<sup>1</sup> to avoid large fluctuations in upfront capital required for fleet replacement. The General Revenue investment in the passenger vehicle fleet alone should be at least \$3.3 million annually<sup>2</sup> to maintain a regular replacement cycle. Over the past three fiscal years, General Revenue funding has averaged \$2.1 million<sup>3</sup> for all vehicle types.

The following chart illustrates total vehicle expenditures compared to General Revenue vehicle expenditures.



<sup>1</sup> Based on current State Vehicle Policy minimum replacement criteria of 120,000 miles and minimum annual use requirements for pool and individually assigned vehicles of 15,000 miles.

<sup>2</sup> GR vehicle count of 1,226\*13%\*\$20,783.52 (average passenger vehicle price).

<sup>3</sup> Includes funds for outright purchase and lease purchase payments for GR vehicles.

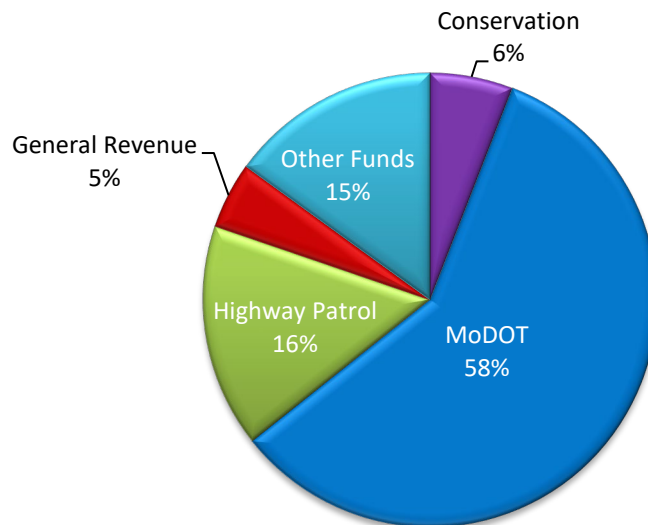
## State Fleet Data (continued)

### Vehicle Purchases by Fund

Vehicle Purchases by Fund*					
Fund Number	Description	FY 19	FY 19 % of Total	FY 20	FY 20 % of Total
0609	Conservation	\$4,294,901		\$2,573,134	
0320	MoDOT/State Road	\$17,675,619	79%	\$19,429,369	80%
0644	MoDOT	\$3,943,691		\$6,103,620	
0695	Highway Patrol	\$7,369,016		\$6,963,590	
0101	General Revenue	\$1,817,761	4%	\$2,082,527	5%
Other	All Other Funds	\$6,911,650	17%	\$6,554,167	15%
ALL FUNDS		\$42,012,637		\$43,706,407	

\*Includes master lease financing of vehicles.

### FY 20 Vehicle Purchases by Fund



## State Fleet Data (continued)

### Vehicle Purchases by Agency

Vehicle Purchases by Agency (All Funds)*			
	FY 18	FY 19	FY 20
Transportation	\$20,618,518	\$17,675,619	\$19,429,369
Public Safety	\$13,654,423	\$13,219,022	\$14,657,296
Conservation	\$2,982,013	\$4,294,901	\$2,573,134
Corrections	\$1,184,051	\$1,776,882	\$2,432,060
Natural Resources	\$804,336	\$1,332,132	\$640,352
Office of Administration	\$627,629	\$839,964	\$985,075
Mental Health	\$954,467	\$762,518	\$381,383
Social Services	\$1,034,849	\$629,089	\$711,430
Agriculture	\$839,406	\$561,840	\$712,136
Revenue	\$348,277	\$418,029	\$332,454
Labor & Industrial Relations	\$90,573	\$196,290	\$130,405
Commerce & Insurance	\$88,996	\$139,552	\$122,662
Health & Senior Services	\$162,094	\$52,383	\$441,445
Secretary of State	\$0	\$34,273	\$19,925
Elem & Sec Education	\$127,918	\$28,052	\$39,899
Attorney General	\$121,073	\$20,894	\$0
Economic Development	\$0	\$19,613	\$0
Judiciary	\$29,000	\$11,586	\$48,533
Lt. Governor	\$33,350	\$0	\$0
Legislature	\$20,280	\$0	\$0
Public Defender	\$13,335	\$0	\$0
Higher Education & Workforce Development	\$0	\$0	\$1,673
Treasurer	\$0	\$0	\$47,176
<b>TOTAL</b>	<b>\$43,734,585</b>	<b>\$42,012,637</b>	<b>\$43,706,407</b>

\*Includes master lease financing of vehicles.

## State Fleet Data (continued)

### Licensed Vehicles per Agency

At the end of FY 20, the state owned approximately 9,948 licensed motor vehicles. The largest owners of state vehicles are the Departments of Transportation, Public Safety, and Conservation. Combined, these three agencies own and operate approximately 65 percent of the state's licensed motor vehicles. The table to the right details the number of reported vehicles by agency as of June 30, 2020.

Licensed Vehicles per Agency	
Transportation	3,612
Public Safety	1,639
Conservation	1,163
Corrections	784
Social Services	699
Natural Resources	543
Mental Health	408
Office of Administration	315
Agriculture	260
Elementary & Secondary Education	108
Health & Senior Services	98
Lottery	67
Commerce & Insurance	78
Revenue	52
Labor & Industrial Relations	29
Attorney General	22
OSCA	20
Secretary of State	16
State Tax Commission	16
Economic Development	5
Supreme Court	5
Legislature	3
Higher Education & Workforce Development	2
Treasurer	1
Auditor	1
Governor's Office	1
Missouri Council on the Arts	1
<b>TOTAL</b>	<b>9,948</b>

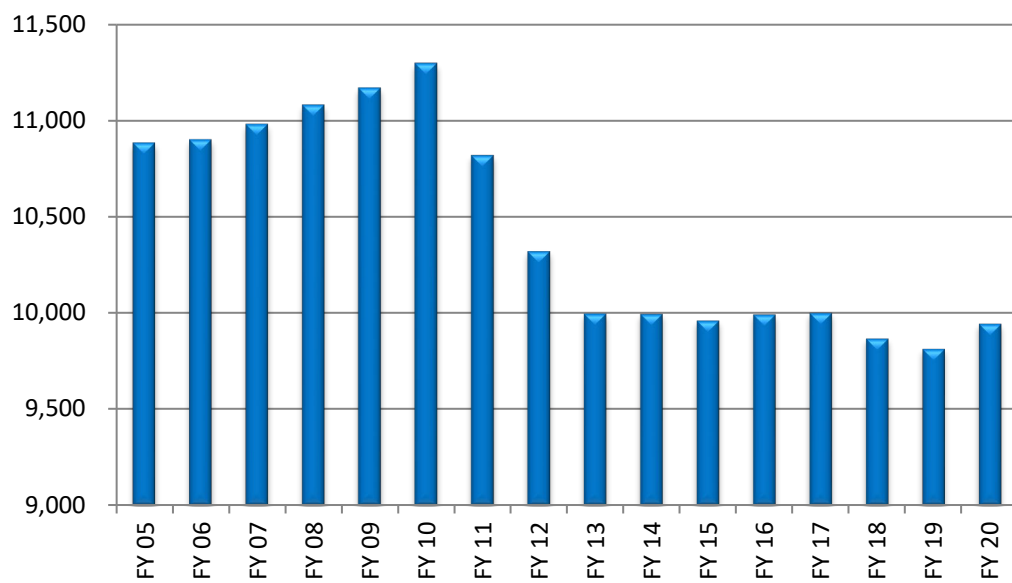


## State Fleet Data (continued)

### Licensed Vehicle Count by Fiscal Year

The total licensed vehicle count for state agencies increased slightly from 9,817 to 9,948 vehicles. Data presented below includes all state agencies.

### State Vehicle Count by Fiscal Year



## State Fleet Data (continued)

### Vehicles per 100 Employees

In FY 20, there were 21.1 vehicles per 100 employees, which was a slight increase from 20.1 in FY 19. The table below represents the number of licensed vehicles in FY 20 for every 100 employees by agency.

Licensed Vehicles Per 100 Employees <sup>4</sup>	
Transportation	69.3
Conservation	65.7
Agriculture	64.8
Highway Patrol	59.8
Natural Resources	32.1
Office of Administration	17.8
Judiciary	10.3
Revenue	10.2
Commerce & Insurance	10.6
Social Services	10.8
Corrections	8.3
Secretary of State	7.4
Public Safety (not including MSHP)	8.4
Mental Health	5.9
Attorney General's Office	5.9
Elementary & Secondary Education	5.2
Health & Senior Services	6.0
Labor & Industrial Relations	4.6
Economic Development	3.5
Legislature	0.5
State Auditor	0.9
<b>STATE AVERAGE</b>	<b>21.1</b>

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<sup>4</sup> Excludes agencies with less than 100 employees.

## State Fleet Data (continued)

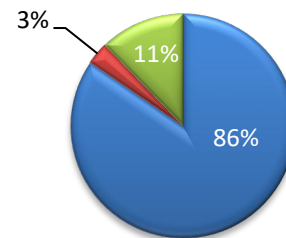
### Total Business Miles

The total miles driven measurement reflects the total business miles traveled on official state business in licensed vehicles. This includes business miles collected from the State Fleet Information System, self-reported data from MoDOT, Conservation, and Highway Patrol, estimated miles reimbursed for personally-owned vehicles<sup>5</sup> and rental vehicle miles reported by Enterprise Rent-a-Car.

Agencies continue to direct a majority of business miles driven from mileage reimbursement to lower-cost state vehicles. In FY 20, 86 percent of all business miles were driven in state vehicles. State travel policies require employees to utilize the lowest cost available travel option.

FY 20 saw a 16 percent decrease in the number of business miles reimbursed compared to FY 19, likely due COVID-19 related travel restrictions.

### FY 20 Total Business Miles Driven



■ State Vehicles ■ Rental Vehicles ■ Mileage Reimbursement

Business Miles Driven by Fiscal Year				
Travel Option	FY 17	FY 18	FY 19	FY 20
State Vehicles	145,780,085	144,532,034	144,582,918	133,479,875
Rental Vehicles	3,162,946	4,096,502	5,569,000	4,684,155
Mileage Reimbursement	20,571,388	23,121,487	20,857,211	17,699,100
TOTAL	169,514,419	171,750,023	171,009,129	155,863,130

<sup>5</sup> Calculated by taking total instate and outstate mileage reimbursement expenditures for state employees only divided by the standard mileage reimbursement rate issued by OA Accounting.

## State Fleet Data (continued)

### Total Business Miles by Agency

The table below includes miles driven in state and rental vehicles as well as miles reimbursed to state employees.

Business Miles Driven by Agency				
Agency	FY 17	FY 18	FY 19	FY 20
Transportation	48,502,165	48,263,146	49,829,471	47,935,318
Public Safety	35,126,889	35,290,805	34,318,383	33,300,876
Social Services	16,976,585	18,058,732	18,731,256	15,653,850
Conservation	16,342,194	16,133,736	15,560,063	13,502,558
Corrections	11,397,712	11,632,340	11,931,245	10,926,008
Natural Resources	7,230,075	6,925,426	6,658,763	6,478,575
Health & Senior Services	6,185,635	6,342,379	6,156,437	5,127,755
Mental Health	5,129,074	5,437,666	4,963,121	4,248,984
Agriculture	4,234,778	4,274,949	4,297,799	3,910,074
Public Defender	2,713,061	3,068,517	2,860,982	2,100,627
DESE	2,511,758	2,846,060	2,344,006	1,765,723
Revenue	2,290,517	2,239,293	2,221,513	1,778,959
Office of Administration	2,114,010	1,887,739	2,075,113	1,845,587
Commerce & Insurance	1,808,180	2,152,164	1,715,565	1,604,022
Judiciary	1,748,680	1,847,698	1,659,777	1,456,128
Economic Development	1,536,972	1,489,469	1,993,039	471,809
Legislature	1,480,532	1,521,799	1,338,541	1,451,290
Attorney General	1,028,721	1,136,486	1,149,313	995,120
Labor & Industrial Relations	604,513	607,113	587,174	419,227
State Auditor	243,650	238,836	269,435	167,034
Secretary of State	194,340	226,865	222,200	172,500
Higher Education & Workforce Development	58,135	49,924	61,074	489,198
Governor	22,513	33,946	33,246	33,341
State Treasurer	21,730	24,905	16,266	16,705
Lt. Governor	12,003	20,028	15,345	11,865
<b>Total</b>	<b>169,514,419</b>	<b>171,750,023</b>	<b>171,009,129</b>	<b>155,863,130</b>

## State Fleet Data (continued)

### State Vehicle Use

State vehicles are utilized for a variety of functions. The State Fleet Information System classifies vehicles according to their assignment (pool, function, or individual) and purpose (client transportation, employee transportation, special purpose, or task specific).<sup>6</sup> The tables on this page illustrate the various classifications of vehicle assignments along with the associated miles driven per assignment for FY 20.

Primary Assignment	% of Vehicles	Average Miles Driven	% of Miles Driven
Pool	27%	15,668	37%
Function	58%	8,854	44%
Individual	14%	15,435	19%

Primary Purpose	% of Vehicles	Average Miles Driven	% of Miles Driven
Client Transportation	13%	7,354	8%
Employee Transportation	36%	14,991	46%
Special Purpose	22%	13,094	25%
Task Specific	29%	8,291	21%

Fleet purpose descriptions for each agency are available at the end of this report. Examples of state vehicle use are:

- Law enforcement
- Caseworkers
- Child abuse and neglect investigations
- Mental health client transportation
- Emergency response
- Facility support
- Road and maintenance construction
- Meat and grain inspections
- Mail delivery
- Nursing home inspections
- Employee transportation
- Parks maintenance
- Inmate transportation
- Environmental investigations and enforcement

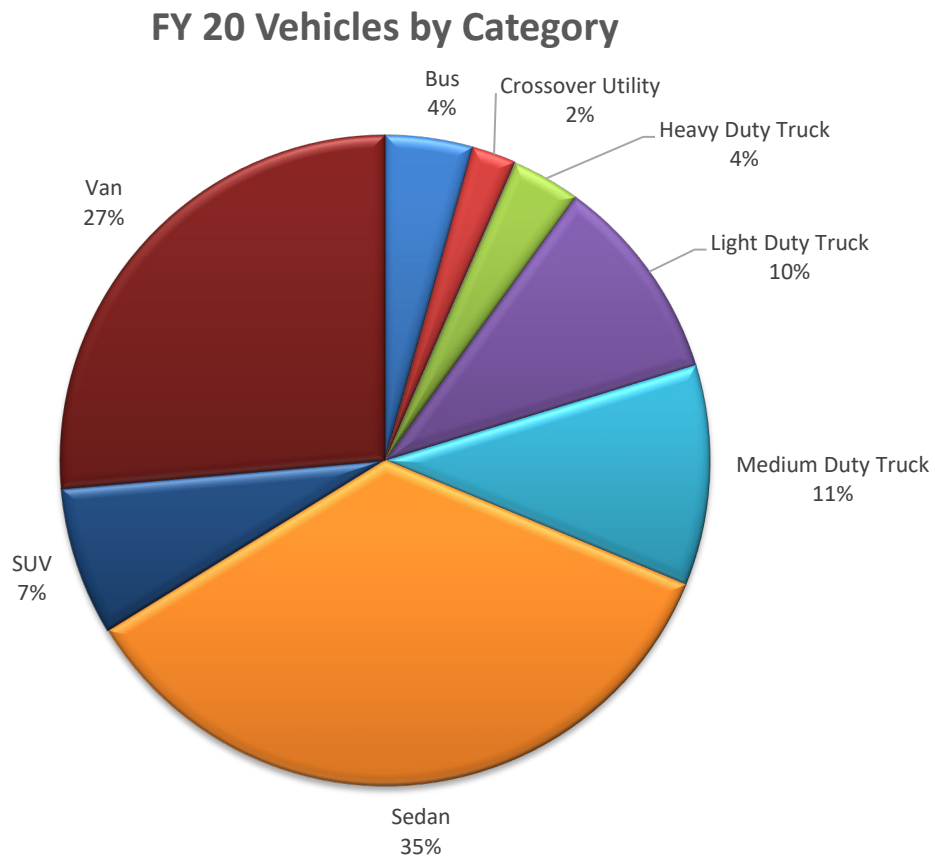
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<sup>6</sup> Data from the Departments of Transportation and Conservation and the Missouri State Highway Patrol are excluded from this analysis.

## State Fleet Data (continued)

### State Fleet Composition

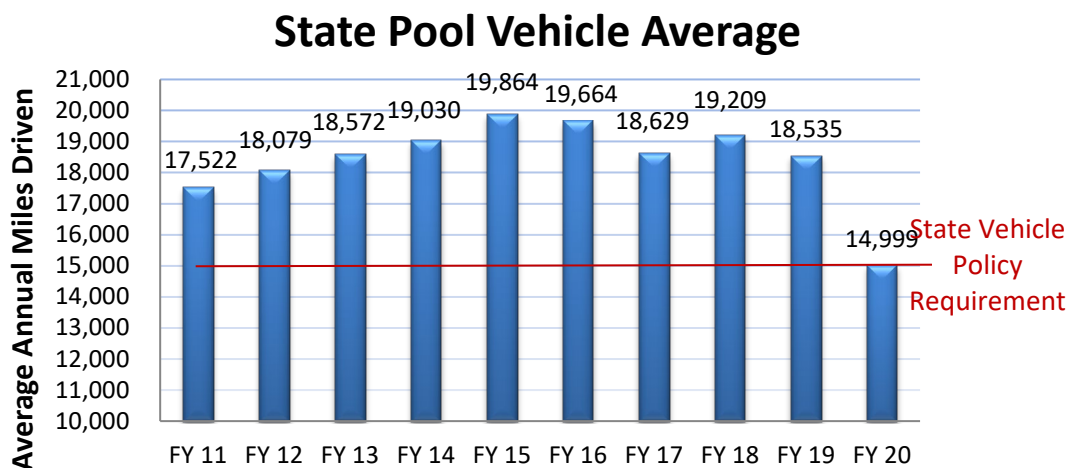
The chart below illustrates the breakdown of licensed vehicles in the state fleet. The data excludes the Departments of Transportation and Conservation and the Missouri State Highway Patrol.



## State Fleet Data (continued)

### Pool Vehicle Utilization

Vehicles assigned to a pool are available for use by multiple individuals, which increases their utilization. State pool vehicles averaged 14,999 miles in FY 20. While this is lower than past years, even with travel restrictions due to COVID-19, we were still able to reach the 15,000 mile minimum requirement by 1 mile set forth in the State Vehicle Policy - one of the highest standards in the nation compared to other state fleets. Approximately 27 percent of the vehicles in the state fleet are assigned to a pool as general use vehicles available for multiple individuals. State Fleet Management continues to encourage the use of pool vehicles to maximize the utilization of state vehicles. The chart below reflects the continued high average usage for state pool vehicles. Average agency pool utilization is illustrated in the table at the bottom of this page.



FY 20 Average Pool Utilization by Agency			
Office of Administration	28,385	Mental Health	9,423
Social Services	15,796	MoDOT	9,522
Health & Senior Services	15,460	Public Safety (except MSHP)	11,404
Highway Patrol	7,973	Commerce & Insurance	11,394
Conservation	13,232	Economic Development	2,521
Corrections	14,720	OSCA	5,419
Revenue	9,774	Agriculture	16,986
Natural Resources	9,857	Higher Education & WD	16,114
Labor and Industrial Relations	12,895		
State Average			14,999

## State Fleet Data (continued)

### Sedan Cost per Mile

The primary measure in evaluating fleet costs is the total cost per mile. Tracking the cost to own and operate state vehicles is essential to making informed decisions regarding the state fleet. The weighted average cost to own and operate a non-specially equipped sedan in the state fleet was \$.2892 per mile in FY 20.

The state of Missouri keeps state vehicle costs low through several cost containment strategies. Vehicles are purchased through state contracts at significant discounts from manufacturer suggested retail prices (MSRP) due to fleet incentives from the auto manufacturers. State agencies are able to reduce operating costs of state vehicles by utilizing state maintenance facilities and contracts such as the state tire contract. With a labor rate significantly below other local vendors, the Office of Administration's Vehicle Maintenance Facility in Jefferson City saves state agencies hundreds of thousands of dollars each year. Additionally, the state of Missouri self-assumes liability coverage for motor vehicle accidents through the State Legal Expense Fund and administers motor vehicle claims internally.

As depicted below, the weighted average cost per mile is calculated based on the number of compact, mid, and full size sedans in the fleet.

Sedan Cost Per Mile				
Cost Component	Compact	Mid	Full	Weighted Average
Depreciation	\$0.0937	\$0.0945	\$0.1551	\$0.1163
Insurance/Fleet Fee	\$0.0104	\$0.0104	\$0.0104	\$0.0104
Administration	\$0.0200	\$0.0200	\$0.0200	\$0.0200
Fuel	\$0.0650	\$0.0750	\$0.0970	\$0.0809
Maintenance/Repair	\$0.0530	\$0.0500	\$0.0800	\$0.0615
<b>TOTAL</b>	<b>\$0.2421</b>	<b>\$0.2499</b>	<b>\$0.3625</b>	<b>\$0.2892</b>



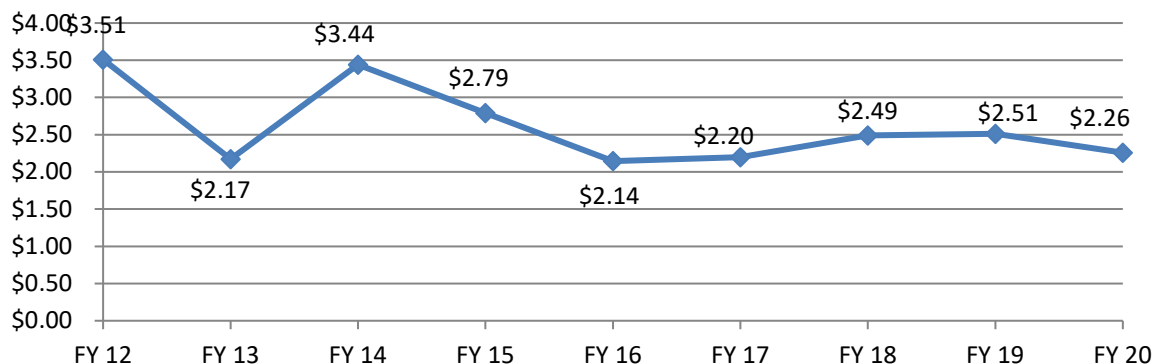
## State Fleet Data (continued)

### Fuel Cost Trends

Fuel prices decreased by 10 percent in FY 20. The average annual price per gallon for regular unleaded gasoline and the annual percentage change from the Federal Energy Information Administration are listed below from FY 12 through FY 20.

Average Midwest Regional Gas Prices		
Regular Unleaded Gasoline		
Fiscal Year	Price Per Gallon	% Change
FY 12	\$3.51	12%
FY 13	\$2.17	-38%
FY 14	\$3.44	58%
FY 15	\$2.79	-19%
FY 16	\$2.14	-23%
FY 17	\$2.20	3%
FY 18	\$2.49	13%
FY 19	\$2.51	1%
FY 20	\$2.26	-10%

### Average Midwest Regional Price Per Gallon

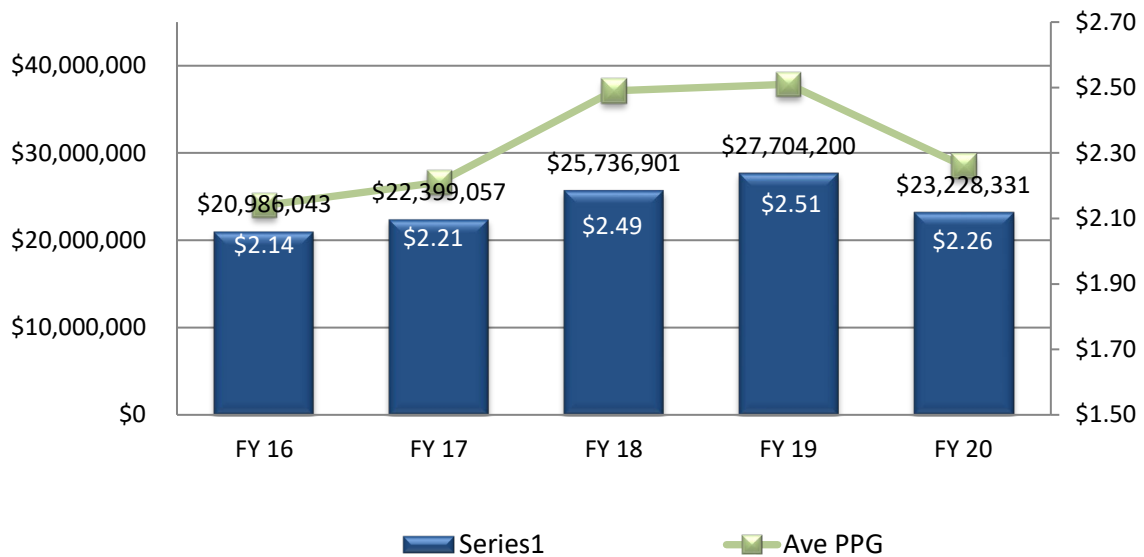


## State Fleet Data (continued)

### Fuel Expenditures

The total fuel expenditures are illustrated in the following chart along with the average price per gallon (PPG) for unleaded fuel. There was a 16 percent decrease overall in fuel expenditures in FY 20.

### Fuel Expenditures

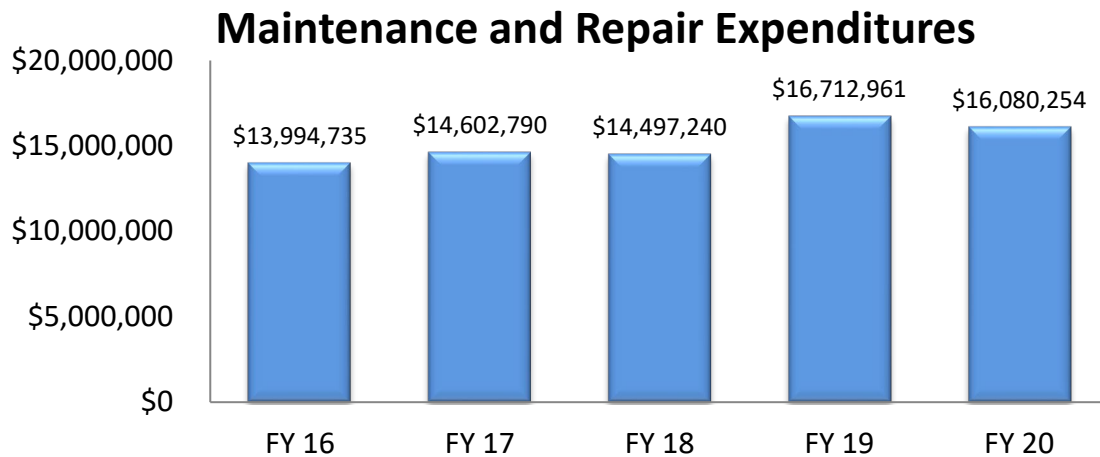


Fuel Expenditures by Agency						
Agency	FY16	FY17	FY 18	FY 19	FY 20	% Change FY 19-FY 20
Transportation	\$9,717,484	\$10,729,790	\$12,561,128	\$14,432,503	\$12,537,020	-13%
Conservation	\$2,434,843	\$2,534,911	\$2,790,137	\$2,552,137	\$2,034,113	-20%
Highway Patrol	\$3,652,444	\$3,889,383	\$4,377,304	\$4,441,452	\$3,798,085	-14%
All Other Agencies	\$5,181,271	\$5,244,973	\$6,008,332	\$6,278,108	\$4,859,113	-23%
<b>TOTAL</b>	<b>\$20,986,043</b>	<b>\$22,399,057</b>	<b>\$25,736,901</b>	<b>\$27,704,200</b>	<b>\$23,228,331</b>	<b>-16%</b>

## State Fleet Data (continued)

### Maintenance and Repair Expenditures

State agencies reported a four percent decrease in maintenance and repair expenditures in FY 20. Expenditures for licensed vehicles only are illustrated in the chart and table below.



Maintenance & Repair Expenditures by Agency						
Agency	FY 16	FY 17	FY 18	FY 19	FY 20	% Change FY 19-FY 20
Transportation	\$7,990,857	\$8,640,656	\$8,625,072	\$10,951,567	\$10,754,340	-2%
Conservation	\$1,910,726	\$1,792,029	\$1,765,765	\$1,679,045	\$1,540,500	-8%
Highway Patrol	\$1,291,682	\$1,470,869	\$1,361,360	\$1,359,250	\$1,149,600	-15%
All Other Agencies	\$2,801,471	\$2,699,236	\$2,745,042	\$2,723,099	\$2,635,814	-3%
<b>TOTAL</b>	<b>\$13,994,735</b>	<b>\$14,602,790</b>	<b>\$14,497,240</b>	<b>\$16,712,961</b>	<b>\$16,080,254</b>	<b>-4%</b>

## State Fleet Data (continued)

### Fleet Driver Data

A key component of any fleet safety program is assurance that employees operating employer-provided vehicles have valid driver's licenses. Many private fleet safety companies offer services to validate licenses against state departments of revenue for a fee per license check. The State Fleet Management Program collaborated with the Department of Revenue (DOR) to perform this function at no cost to the state.

Since 2006, the State Fleet Information System has provided a mechanism to ensure that state employees operating official vehicles have a valid driver's license. The system interfaces with DOR's Missouri Driver's License System on a nightly basis. If the status of an employee's driver's license changes, an email is sent to the designated agency contact person displaying the relevant information so appropriate action can be taken.

More than 1,400 emails were distributed to agencies reporting a change in license status during FY 20. Emails are sent if the driver's status, restrictions, or endorsements change. Many of the license status changes are due to employees allowing their license to expire.

In June 2008, all active state employees in SAM II, with the exception of the Departments of Conservation and Transportation, were added to the State Fleet Information System Driver's Database. The table below illustrates the percentage of employees that had a change in the status of their license that would no longer allow them operate a state vehicle.

Fleet Driver's Database Activity			
Fiscal Year	Number of Active Employees in the System	Emails Sent Due to Invalid License	Percentage of Employees
FY 11	45,178	2,195	4.9%
FY 12	45,151	2,469	5.5%
FY 13	44,670	2,191	4.9%
FY 14	41,916	1,873	4.5%
FY 15	41,798	2,327	5.6%
FY 16	41,898	2,125	5.0%
FY 17	41,044	1,776	4.0%
FY 18	41,154	2,244	5.0%
FY 19	38,977	2,003	5.0%
FY 20	38,833	1,448	3.7%

## State Fleet Data (continued)

### Vehicle Rental Contract Data

The rental services contract plays an important role in state agencies' efforts to manage transportation expenditures. Short-term rentals typically provide a lower cost option to mileage reimbursement when state vehicles are unavailable.

Agencies are able to determine whether to utilize the rental contract based on results from the Trip Optimizer, a web-based cost estimating tool that calculates the lowest cost travel option for each trip. The state rental contract offers unlimited in-state miles, making the contract more advantageous to state agencies when employees take long-distance trips that are short in duration. The following table illustrates rental contract utilization and estimated savings per mile compared to the standard mileage reimbursement rate.

Vehicle Rental Contract Data							
Fiscal Year	Trips	Rental Days	Miles Driven	Average Rental Cost Per Mile	Standard Mileage Rate	Savings Per Mile	Total Estimated Savings
2009	9,286	20,254	3,118,260	\$ .350	\$ .475	\$ .125	\$390,563
2010	6,335	14,821	2,143,456	\$ .344	\$ .37	\$ .026 - \$ .156	\$260,615 <sup>7</sup>
2011	4,837	13,282	1,774,422	\$ .360	\$ .37	\$ .01	\$17,651
2012 <sup>8</sup>	5,395	21,511	2,611,125	\$ .387	\$ .37	-\$ .017	(\$44,298)
2013	5,035	12,248	2,065,815	\$ .324	\$ .37	\$ .046	\$94,253
2014	5,420	12,647	2,203,181	\$ .322	\$ .37	\$ .048	\$105,045
2015	6,019	14,234	2,603,986	\$ .289	\$ .37	\$ .081	\$211,701
2016	6,214	14,420	2,799,073	\$ .252	\$ .37	\$ .118	\$330,773
2017	6,429	15,599	3,162,946	\$ .248	\$ .37	\$ .122	\$384,315
2018	6,885	15,630	4,096,502	\$ .225	\$ .37	\$ .145	\$592,414
2019	9,118	19,722	5,569,000	\$ .228	\$ .37	\$ .142	\$789,525
2020	7,028	17,318	4,684,155	\$ .219	\$ .37	\$ .151	\$705,666

<sup>7</sup> Savings calculated based on reimbursement rate in effect on the date of the rental.

<sup>8</sup> Use of long term rentals in FY 12 increased dramatically due to response to the Joplin tornado and floods which increased the average cost per mile for rental vehicles.

# Agency Fleet Compliance

## Fleet Management Statute

Section 37.450 RSMo. authorizes the Commissioner of the Office of Administration to issue policies governing the acquisition, assignment, use, replacement, and maintenance of state-owned vehicles. The State Vehicle Policy (SP-4) promulgates these policies. State Fleet Management monitors agency compliance with the Fleet Management Statute and the State Vehicle Policy. A report of agency compliance follows.

## Reporting of State Vehicle Data

As required under Section 37.450 RSMo.<sup>9</sup>, the State Fleet Information System was implemented on July 1, 2003. Agencies are required to submit vehicle data in a format and frequency requested by the State Fleet Manager. The following agencies maintain their own fleet systems and do not submit detailed vehicle data to the Office of Administration:

- Department of Transportation
- Department of Conservation
- Missouri State Highway Patrol

Without detailed vehicle data, State Fleet Management is unable to confirm agency compliance with minimum utilization standards outlined in the State Vehicle Policy (SP-4) for the Departments of Transportation and Conservation and the Missouri State Highway Patrol. These agencies do submit summary level fleet data to OA on an annual basis.

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<sup>9</sup> Section 37.450 RSMo. (3) The fleet manager shall institute and supervise a state fleet vehicle tracking system in which the cost of owning and operating each state vehicle is documented by the agency owning the vehicle. All state agencies shall report the purchase and the sale of any vehicle to the fleet manager and provide any additional information requested by the fleet manager in the format, manner and frequency determined by the office of administration.

## Agency Fleet Compliance (continued)

### State Vehicle Fleet Fee

The fleet management statute<sup>10</sup> requires each state agency to pay a state vehicle fleet fee, as determined by the Office of Administration, for each vehicle it owns. Fee assessments are issued in July based on the number of active vehicles recorded in the State Fleet Information System as of June 30 each year.

The purpose of the fleet fee is to fund the Fleet Information System and other administrative expenses incurred in management of the state fleet. Administrative costs including the salaries and benefits of staff assigned to Fleet Management and minor expense and equipment are included in the fee calculation.

In FY 20, the fee was \$39 per licensed active vehicle, which included agency contributions toward the implementation costs of the new Chevin FleetWave system.

Vehicle counts at the beginning of the fiscal year were used to calculate each agency's total fleet fee. Since the Departments of Transportation and Conservation and the Missouri State Highway Patrol have fleets in excess of 1,000 vehicles, their fleet fee was reduced to half of the regular fee as allowed by statute.

The Department of Transportation (MoDOT) has refused to pay the fleet fee because they believe a full credit of the fee should apply. MoDOT will not authorize agency funds to pay for services which they believe are redundant to those provided by their own agency.

The Department of Conservation has not paid the fleet fee and questioned the benefit the department would receive from State Fleet Management.

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<sup>10</sup> Section 37.450 RSMo. (7) Each agency shall pay a state vehicle fleet fee, as determined by the office of administration, for each vehicle it owns for the purpose of funding the state fleet vehicle tracking system and for other administrative expenses incurred in management of the state vehicle fleet. Any agency that owns at least one thousand vehicles shall receive a credit against the state vehicle fleet fee for the internal fleet management services performed by such agency, provided such agency furnishes all information required by the fleet manager.

# Agency Fleet Compliance (continued)

## State Policy Non-Compliance

The following are areas in which agencies are currently not compliant with the State Vehicle Policy.

The policy requires an average annual minimum utilization of 15,000 miles for pool vehicles. Listed below are the agencies with averages below the minimum requirement.

- Department of Natural Resources<sup>11</sup>
- Department of Labor and Industrial Relations<sup>12</sup>
- Department of Mental Health<sup>13</sup>
- Department of Transportation
- Department of Conservation
- Department of Public Safety (including MSHP)<sup>14</sup>
- Department of Economic Development<sup>15</sup>
- Department of Revenue<sup>16</sup>
- Department of Corrections<sup>17</sup>

The Department of Transportation has previously communicated their intent not to adhere to the following statewide fleet management policies:

- Track individual trip information
- Obtain preapproval to purchase vehicles
- Obtain approval to expand the size of their fleet

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<sup>11</sup> Lower utilization due to COVID-19 travel restrictions and others that are used primarily for local travel.

<sup>12</sup> DOLIR has historically attributed lower use to operating in limited geographic areas and lower utilization due to COVID-19 travel restrictions.

<sup>13</sup> Lower utilization due to COVID-19 travel restrictions and state and federal requirements to have transport available for emergencies, coupled with use in limited geographic areas.

<sup>14</sup> Lower utilization associated with COVID-19 travel restrictions, operation in limited geographic areas, and vehicles inaccurately classified as pool vehicle.

<sup>15</sup> Lower utilization is primarily due to reorganization that occurred August 2019 and reassigning of vehicles to DHEWD.

<sup>16</sup> Lower utilization is primarily due to COVID-19 travel restrictions.

<sup>17</sup> Lower utilization is primarily due to COVID-19 quarantine and travel restrictions.



## Agency Fleet Purpose Descriptions

Since the state of Missouri fleets operate in a decentralized fashion, the following fleet profiles were submitted by state agencies to present an overview of how their fleet is utilized.

Please note that the Departments of Economic Development (DED), Natural Resources (DNR), Insurance and Financial Planning (DIFP), and Higher Education (DHE) underwent a reorganization effective in August 2019, the following profiles reflect the updated FY 2020 fleet purposes.

### Attorney General

- Provide a pool of vehicles for attorneys to travel to court appearances throughout the state and for use on official business
- Mail delivery

### Secretary of State

- Operate a carpool used by employees of the office in the routine duties of their positions, which includes but is not limited to securities investigations, consulting with libraries throughout the state, meeting with local election authorities, making management visits to satellite Secretary of State offices, completing local records activities, performing on-site visits associated with sub-recipient monitoring of federal funds, and performing various other work activities
- Delivery and retrieval of records
- Mail pickup and delivery

### State Auditor

- One vehicle designated for local courier

### State Treasurer

- Operate a carpool used by employees of the office in their routine duties, which includes unclaimed property and linked deposit bank and business visits, unclaimed property and linked deposit booths, and presenting and attending seminars throughout the state of Missouri
- Mail pickup and delivery

### Agriculture

- Weights, Measures & Consumer Protection Division: Fuel, packages checking, scale inspections, egg quality inspections, land survey, price verification, etc.
- Grain Inspection and Warehousing Division: Grain inspections and audits, etc.
- Plant Industry Division: Nursery inspection, invasive pest control, pesticide inspection, feed and seed inspection, treated timber inspection, produce safety, etc.

## **Agency Fleet Purpose Descriptions (continued)**

### **Agriculture (continued)**

- Animal Health Division: Meat and poultry inspection, disease control, kennel inspection, animal identification, etc.
- Agriculture Business Development Division: Travel relating to program activity, marketing, grants, loans, market reporting, scholarship awards, etc.
- State Milk Board: Travel related to the inspection of milk and investigation
- Missouri State Fair: Travel related to the promotion of the Missouri State Fair

### **Commerce & Insurance**

- Employee travel for regulatory purposes
- Employee travel to training and conferences
- Employee pickup and delivery of work related items

### **Conservation**

- The Department of Conservation (MDC) provides highway, construction, farm, marine, and other equipment, which are necessary for its operations and intended for official use
- MDC vehicles and equipment are tools for staff to deliver programs and services that positively affect Missouri's forest, fish, and wildlife resources

### **Corrections**

- Inmate transportation
- Institutional security (perimeter patrol/emergency response)
- Special use vehicles for delivery of commodities (food, etc.) and materials (Missouri Vocational Enterprise products, road aggregate material, etc.)
- Institutional support and maintenance of buildings
- Home, employment, and community contacts with individuals on probation or parole supervision

### **Economic Development**

- Pickup and delivery of supplies, inventory, and mail
- Support and maintenance of remote site and local buildings

### **Elementary & Secondary Education**

- Support and maintain state-owned buildings
- Support administrative functions (telecommunications, laundry)
- Investigations and license revocations
- Transport students and staff
- Transport staff to provide technical assistance to school districts

## **Agency Fleet Purpose Descriptions (continued)**

### **Health & Senior Services**

Nursing home inspections

- Hospital inspections
- 
- Restaurant inspections
- Daycare facility inspections
- In-home visits of seniors
- Sewage treatment inspections
- Facility air quality inspections
- Elder abuse investigations

### **Higher Education & Workforce Development**

- Transport equipment, staff, and board members to various meetings throughout the state
- Site Visits to agency field offices
- Visits to public and private campuses
- Travel to Missouri high schools, delivering materials and staffing college outreach events

### **Labor & Industrial Relations**

- Perform tax audits
- Perform workplace and mine/cave safety inspections
- Support and maintain state-owned buildings
- Maintain statewide information systems
- Workers' compensation adjudication hearings
- Fraud and non-compliance investigations
- Support administrative functions
- Unemployment Insurance investigations

### **Mental Health**

- Transportation for clients served by the Department of Mental Health (DMH)
- Delivery of materials and supplies at DMH facilities
- Transportation for DMH employees to conduct state business
- Support DMH programs and activities

## **Agency Fleet Purpose Descriptions (continued)**

### **Natural Resources**

- Compliance and technical assistance, monitoring, sampling, permit site visits, and other travel associated with landfills, hazardous waste, public drinking water, water quality and quantity, air quality, geologic investigations, reclamation of land resources, and soil and water conservation
- Enforcement of environmental regulations and when necessary investigation of possible violations
- 24-hour emergency response to hazardous material incidents, disasters, and other environmental emergencies
- Operation, maintenance, administration, construction, and security of 91 state parks and historic sites plus the Roger Pryor Pioneer Backcountry, Viney Creek Recreation Area, and Bruce R. Watkins Cultural Heritage Center
- Environmental programs that improve resource quality, safely manage waste, and provide education on resource use and protection
- Grant assistance, training, monitoring, auditing, and other travel related to executing federal grants

### **Office of Administration**

- Support and maintain state-owned buildings
- Operate a consolidated carpool used by elected officials and numerous other state agencies
- Inspect state construction sites and leased/owned facilities throughout the state of Missouri
- Pickup and delivery of mail and printing products

### **Office of the State Courts Administrator**

- Support the operations of state courts
- Support statewide court automation
- Support judicial and clerk training programs
- Local use; e.g., mail, IT operations between four facilities, etc.

## Agency Fleet Purpose Descriptions (continued)

### Public Safety

- *Office of the Director*
  - Supports the monitoring requirements for all federal and state programs of the Criminal Justice/Law Enforcement Unit
  - Supports of onsite monitoring visits provided by Office of Homeland Security
  - Utilized by Office of Homeland Security for travel associated with emergency response planning related to terrorism and natural and manmade disasters
- *State Emergency Management Agency (SEMA)*
  - Respond to emergency situations and management of disaster recovery
  - Provide training to local Emergency Management directors, staff, and first responders
  - Provide preparedness planning for city and county Emergency Management directors, staff, and first responders
  - Provide planning, training, and equipment support for Missouri nuclear power plant “risk” counties
  - Provide nuclear accident response training along nuclear material transportation corridors across the state
- *Alcohol and Tobacco Control*
  - Enforcement of Liquor Control Laws
  - Licensing of liquor establishments
  - Enforcement of tobacco underage sales laws
  - Collection of more than \$43 million in excise taxes and licensing fees
  - Training of servers and alcohol beverage licensees
  - Training of local law enforcement on alcohol compliance buy laws
- *Missouri Veterans Commission (MVC)*
  - Provide transportation for residents
  - Support and maintain veteran’s homes
  - Support Veterans Cemetery operations
  - Provide transportation for Veterans Service program

## Agency Fleet Purpose Descriptions (continued)

- *Missouri Capitol Police (MCP):*
  - Police patrol
  - Response to calls for police service
  - Traffic and parking enforcement
  - Security escorts
  - Prisoner transport
  - Transportation of Bomb Detection K-9 Unit
  - 24-hour emergency response to criminal and non-criminal incidents, alarms, EMS calls, and other emergencies as necessary
- *Division of Fire Safety (DFS)*
  - Emergency response to fires, bomb threats, and/or explosions
  - Mutual aid and Homeland Security response
  - Inspections of daycare, long-term care and group homes, boilers, pressure vessels, elevators, escalators, and amusement rides
  - Conducting state-mandated and assigned duties
- *Adjutant General's Office*
  - Support of Missouri National Guard missions
  - Support facility maintenance requirements statewide
  - Support all State Emergency Duty requirements
  - Support Funeral Honors Program statewide
  - Special projects as directed by the Governor and Adjutant General
  - Maintain roads and grounds
  - Food service support and mail deliveries
  - Offender transportation
  - Equipment deliveries statewide
- *Highway Patrol*
  - Traffic enforcement
  - Public caretaking
  - Missing Persons/Amber Alerts/Endangered Persons/Silver Alerts
  - Homeland Security support
  - Criminal investigations
  - Narcotics investigations
  - Criminal interdiction
  - Crash investigations
  - Marine operations
  - Explosives disposal
  - DWI enforcement

## Agency Fleet Purpose Descriptions (continued)

- *Highway Patrol (continued)*
  - Commercial vehicle enforcement
  - Gaming enforcement
  - Emergency vehicle operations course training
  - Governor security
  - Public information
  - Crime lab investigations and evidence transport
  - Driver examinations
  - Motor vehicle inspections
  - Building & grounds maintenance
  - Commercial vehicle scale maintenance
  - Communications field engineers
  - Supply warehouse deliveries
  - Patrol vehicle transport and recovery
  - Car pool

### Revenue

- Field Compliance Bureau - transportation of auditors that audit businesses to ensure compliance with Missouri's tax laws
- General Counsel's Office - transportation of attorneys that represent the Department in courts and administrative tribunals
- Criminal Tax Investigation Bureau - transportation of investigators that investigate and develop information leading to local prosecution of individuals and businesses suspected of violating state statutes related to sales, withholding, and income tax
- Compliance and Investigation Bureau – transportation of investigators that conduct investigations involving allegations of fraud relating to motor vehicle sales tax, titling and registration, odometer, and motor fuel sales tax as well as cigarette tax fraud, driver's license fraud, and license plate fraud
- License Offices Bureau – transportation of Field Coordinators that train and oversee the operations of the contract license offices throughout the state
- Transportation of internal auditors that conduct audits and investigations of the Department of Revenue and motor vehicle license offices
- Pickup and delivery of mail to the local post office

## **Agency Fleet Purpose Descriptions (continued)**

### **Social Services**

- Vehicles are provided to support and maintain services to children, youth and families
- Vehicles are utilized during investigations of child fatalities, Medicaid, and IM (welfare) fraud
- Vehicles are utilized to assist with Emergency Management efforts during disaster response
- Vehicles are needed to transfer equipment/supplies from one location to another statewide

### **Transportation**

- Comprised of passenger vehicles, utility trucks, aerial units, dump trucks, sweepers, and various types of off-road construction equipment to construct and maintain the state's transportation system

### **Missouri Lottery**

- Support a \$1.1 billion a year business, proceeds of which fund Missouri education
- Grow Lottery sales and proceeds to public education by building relationships with retailers and players. Discuss upcoming initiatives and promotions, host or assist with promotional events as well as receive feedback on current products, games, and promotions, and execute pilot programs as necessary
- Create awareness of the Missouri Lottery and the contributions to education each retailer has made
- Sales routes – Sales force provides sales & service support to approximately 5,000 retailers through weekly, bi-weekly, or monthly visits
- Negotiate the installation and placement of Lottery materials, equipment, and supplies
- Provide training, direction, and supplies for regional offices located in Kansas City, St. Louis, Springfield, and Jefferson City
- Ensure the security and integrity of Lottery games through on-site training and retailer visits

### **State Tax Commission**

- Travel to counties to perform appraisals for ratio studies
- Travel to assist county assessors